
STARK COUNTY SANITARY ENGINEERING DEPARTMENT

--VACANCY ANNOUNCEMENT--

JOB TITLE: INFORMATION SYSTEMS ADMINISTRATOR

SALARY RANGE: SALARY RANGE LOW TO MID 50'S DEPENDING ON QUALIFICATIONS

JOB RESPONSIBILITIES: Under supervision of the Department Administrator required to manage, operate, support, and maintain technology and related systems of the department; evaluate, test, upgrade, recommend, and develop processes and applications for future needs.

QUALIFICATIONS: Bachelor's Degree in Computer Science/Information Systems with major course specialty in business administration, and a minimum of two years' experience in the field, or an appropriate and equivalent combination of education, experience and training. Knowledge of and experience with a variety of desktop software applications, operating systems, and networking and related protocols. Knowledge of Microsoft Office products, e-mail, and/or other packages is necessary. Experience with problem-solving, trouble shooting, and resolving highly complex technical tasks is necessary. Knowledge of and experience with CAD and GIS software including ESRI products desirable.

KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO PERFORM DUTIES (depends on level of qualifications and experience): Develops and implements departmental technology master plan including goals for information distribution and current and future related needs. Plan includes maintenance/development of various applications including CAD, GIS, department data bases, web site, upgrades and expansion interactivity of a variety of applications. Creation and implementation of software to assist department personnel in a variety of tasks. Revises master plan as technology changes and trends effect the plan. Oversees and evaluates department network hardware and maintains it in association with County's IT department. Manage and maintain Department disaster recovery plan and data integrity. Specifies and recommends hardware and software purchases, and manages installation and implementation. Oversee all department software/licensing and technology documentation as needed. Provides support to department and coordinates with County IT staff or vendors for resolution of support issues as necessary. Instructs department personnel as required with software packages. Coordinates all required responsibilities with the County IT Department and acts as the liaison. Administrates usage policies for e-mail, internet access, and software issues in accordance with Stark County policies. Manages inventory of system hardware and software licensing and provides budgeting information. Performs other related duties as required.

Interested candidates may apply by submitting a letter of interest and current resume' (including salary history; failure to provide salary history will disqualify applicant from further consideration) to:

Danielle Seese, Department Administrator
Stark County Sanitary Engineering Department
1701 Mahoning Rd. N.E.
Canton, Ohio 44705

All letters of interest and applications must be received by 4:30 p.m., Monday, November 17, 2014

AN EQUAL OPPORTUNITY EMPLOYER

PLEASE, NO PHONE CALLS.